

~~CONFIDENTIAL~~

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Chief, Operations and Liaison Branch, Finance Division

ALLOTMENT SYMBOL

2263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING	ENDING	HOURS	EMPLOYEES
17 February 1963	2 March 1963	80	8
3 March 1963	16 March 1963	80	8
17 March 1963	30 March 1963	80	8
31 March 1963	13 April 1963	80	8
14 April 1963	27 April 1963	80	8
28 April 1963	11 May 1963	80	8
12 May 1963	25 May 1963	80	8
26 May 1963	8 June 1963	80	8

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary because of accountings on hand to be audited.

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DATE

4 February 1963

(if applicable)

Operations and Liaison Branch

CONCURRENCE (if applicable)

AUTHORIZATION

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TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

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Finance Division

Comptroller

DATE AUTHORIZED

Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170038-0

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